

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. Read all instructions printed below and on the FPCA before completing and signing your application.

# REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)

APPLICATION FOR STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

CITY OR TOWNSHIP OF \_\_\_\_\_

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I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.

## 1. APPLICANT INFORMATION (See instruction 1.)

a. TYPED OR PRINTED NAME (Last, First, Middle Initial)

b. SEX c. RACE

d. DATE OF BIRTH

e. SOCIAL SECURITY NUMBER

f. OTHER IDENTIFICATION NO. (passport, ID card)

M M D D Y Y

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## 2. I LAST VOTED or PLACE OF LAST REGISTRATION (Do not leave this section blank. See instructions.)

a. YEAR b. COUNTY, CITY, OR TOWNSHIP

c. STATE

d. VOTER REGISTRATION NO. (if known)

## 3. VOTING RESIDENCE (For military, legal residence. For overseas civilians, last residence in U.S. IF USING RURAL ROUTE, SEE INSTRUCTIONS.)

a. LAST DATE OF RESIDENCY

M M D D Y Y

b. NUMBER AND STREET (Do not use Post Office Box)

c. CITY, TOWN OR VILLAGE

d. STATE

e. COUNTY OR PARISH

f. ZIP CODE (9-digit, if known)

## 4. MAIL ABSENTEE BALLOT TO: (Mailing address where you want the ballot to be sent.)

## 5. YOUR FAX NUMBER (If this application is faxed, include all international prefixes. See instructions.)

## 6. POLITICAL PARTY AFFILIATION (This information is required by most states to send you a ballot for primary elections. See Instructions.)

## 7. REMARKS (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See Instructions.)

## 8. AFFIRMATION BY APPLICANT

X only one: a, b, c or d

I swear/affirm, under penalty of perjury, that I am: (See Instructions)

a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent.

b. a U.S. citizen temporarily residing outside the U.S.

c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent.

d. other U.S. citizen residing outside the U.S.

e. I am a U.S. citizen, eligible to vote in the above jurisdiction, and subscribed to any required state/local oath or statement.

f. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated.

g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S.

h. The information on this form is true and complete.

i. SIGNATURE OF APPLICANT

j. DATE

X

M M D D Y Y

## 9. WITNESS/NOTARY ADDRESS AND SIGNATURE

(If required by state law)

DATE SIGNED

M M D D Y Y

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

Circled letters on the form above correspond to the instructions below. You must complete all shaded areas.

**C.** Print the complete address where you want your ballot sent — usually your current mailing address. It must be different from the address provided in Item 3.

**F. Sign and date the FPCA. When signing, you are swearing or affirming that the information is true and correct.**

## I. UNIFORMED SERVICES

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Maine and members of the Uniformed Services and their family members. Uniformed Services are defined as the U.S. Armed Forces, merchant marine, commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

### B. Registering and Requesting an Absentee Ballot

You may use a single FPCA to request ballots for all elections in a calendar year (for local, state and Federal offices).

To register and/or request an absentee ballot, send a completed FPCA to the local registration official any time before the election.

If you are already registered and only wish to request an absentee ballot, the municipal clerk must receive your FPCA or a written application requesting a ballot any time before the election.

If you send a written application, you must provide your name as registered, your voting residence address, and the address to which the absentee ballot should be sent. The written application must be signed. Registration applications by mail or by 3rd person must be received in the registrar's office by the close of business on the 10th business day before election day.

An absentee voter who is not registered may submit a registration application after the 10th business day, but if the municipal registrar is not satisfied as to the voter's qualifications, the registrar shall place the person's name on the voting list and challenge the absentee ballot. A challenged ballot is counted, unless there is a recount where the number of challenged ballots is sufficient to affect the election. In that event, each challenge is investigated and the corresponding ballot may not be counted.

Although the municipal registrar will accept a completed FPCA or written request at any time before the election, you should submit it to the registrar in time for you to receive, vote and return the absentee ballot by mail to the municipality.

### C. Casting Your Vote

**Ballot Return Deadline:** The municipality must receive your absentee ballot by 8 PM on election day in order for your ballot to be counted.

Local municipal clerks are provided with absentee ballots approximately 45 days before an election for Federal office, and approximately 30 days before a State election. Once the municipal clerks receive their supply of absentee ballots for an election, they must mail out the ballots immediately upon receipt of a ballot request.

Members of the Armed Forces must seal his or her completed ballot in its return envelope and sign a certification as to its authenticity on the envelope

If you are outside the U.S. and have not received your state ballot in a timely manner, use the **Federal Write-In Absentee Ballot**. See instruction in Chapter 2, page 12.

### D. Notary/Witness Requirements

**FPCA:** No notary or witness required.

**Ballot Return Envelope:** If the voter receives assistance in reading and/or marking the ballot, the voter must have the ballot return envelope signed by the aide and witnessed by one other individual. If no assistance is received, the ballot return envelope does not need to be notarized or witnessed.

If your ballot is received through a designated 3rd party, see I.F. for notary/witness requirements.

### E. Electronic Transmission of FPCAs and Ballots

- Maine allows you to send the FPCA for registration and/or absentee ballot request by fax. You may also send a written application requesting an absentee ballot by fax. You must also submit the original FPCA or written application by mail when requesting registration and a ballot.
- In certain emergency situations, such as combat situations, Maine may allow you to receive the blank ballot by fax.
- In certain emergency situations, such as combat situations, Maine may allow you to return the voted ballot by fax.

***Notify Your Local Election Official About Your Current Mailing Address***

Please refer to Appendix C for specific instructions when transmitting election materials electronically. Use only the following numbers:

DSN 223-5527  
(703) 693-5527  
1-800-368-8683

## F. Application For Ballot By Proxy

Your immediate family member (spouse, parent, child, sister, brother, stepparent, stepchild, stepsister, stepbrother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, step-grandparent, step-grandchild, guardian or former guardian) may make a written request for an absentee ballot on your behalf. The request may be made to the municipal clerk either in person or by fax, but must be signed by the immediate family member and must indicate the family relationship. The clerk may either mail the ballot directly to you, or may issue the ballot to the immediate family member, who must either mail or deliver the ballot to you.

You may designate a third person (someone other than the municipal clerk or an immediate family member) to receive the ballot on your behalf by submitting a signed application or written request, by mail or by fax, to the municipal clerk. The clerk must issue the ballot only to the third person you have designated in your request, who must then deliver the ballot to you. The voter must have the ballot return envelope signed by a notary public, a municipal clerk, a clerk of courts, or two other individuals (one of whom may be the ballot carrier).

## G. Request For Ballot By Telephone

Maine allows registered voters to request an absentee ballot by telephone. The clerk shall ask the voter for information required on the application and fill in the application with that information. The clerk will then verify that it is the voter who is requesting the ballot by making the voter confirm the voter's residence and date of birth. (Only the voter may request an absentee ballot by telephone.) The clerk shall mail the ballot directly to the voter at the mailing address stated in the application. The voter returns the ballot by mail or in person directly to the clerk.

## H. Blank Absentee Ballot

Maine provides a state "blank absentee ballot," listing all offices to be selected with a space after each office to write in the voter's preference. The blank absentee ballot is available 3 months before a candidate election and can be used by Uniformed Services voters who

believe that 30 days will not be sufficient time to receive and return the regular absentee ballot. A blank absentee ballot is not available for referendum elections.

You may use the FPCA to request this state blank absentee ballot. In Item 7 of the FPCA, place one of the state blank absentee ballot labels from Section III.F. If no labels are available, write in Item 7: "I will be unable to vote by regular absentee ballot. I request a blank absentee ballot."

The Federal Write-In Absentee Ballot (FWAB) may be used in all elections for Federal office where 3 months is not sufficient time to request and vote a state blank write-in absentee ballot.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

## II. CIVILIANS OUTSIDE U.S.

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Maine and overseas citizens. The term "overseas citizen" means a U.S. citizen who resides outside the U.S. and (but for such residence) would be qualified to vote in Maine.

- residents of Maine temporarily residing outside the U.S. (for local, state and Federal office ballots)
- overseas citizens whose last residence immediately before leaving the U.S. was in Maine (for local, state and Federal office ballots)

### B. Registering and Requesting an Absentee Ballot

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county, and the address to which the absentee ballot should be sent. The written application must be signed. Registration applications by mail or by 3rd person must be received in the registrar's office by the close of business on the 10th business day before election day.

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Local municipal clerks are provided with absentee ballots approximately 45 days before an election for Federal office, and approximately 30 days before a State election. Once the municipal clerks receive their supply of absentee ballots for an election, they must mail out the ballots immediately upon receipt of a ballot request.

Individuals voting as a civilian outside the U.S. must seal his or her completed ballot in its return envelope and sign a certification as to its authenticity on the envelope.

If you have not received your state ballot in a timely manner, use the [Federal Write-In Absentee Ballot](#). See instructions in Chapter 2, page 12.

## D. Notary/Witness Requirements

**FPCA:** No notary or witness required.

**Ballot Return Envelope:** If the voter receives assistance in reading and/or marking the ballot, the voter must have the ballot return envelope signed by the aide and witnessed by one other individual. If no assistance is received, the ballot return envelope does not need to be notarized or witnessed.

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- Maine does not allow you to receive the blank ballot by fax.
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You may designate a third person (someone other than the municipal clerk or an immediate family member) to receive the ballot on your behalf by submitting a signed application or written request, by mail or by fax, to the municipal clerk. The clerk must issue the ballot only to the third person you have designated in your request, who must then deliver the ballot to you. When a third person delivers the ballot to you and /or delivers the voted ballot from you to the clerk, the ballot return envelope must be witnessed and signed by a notary public, a municipal clerk, a clerk of courts or two other individuals (one of whom may be the ballot carrier).

## **G. Request For Ballot By Telephone**

Maine allows registered voters to request an absentee ballot by telephone. The clerk shall ask the voter for information required on the application and fill in the application with that information. The clerk will then verify that it is the voter who is requesting the ballot by making the voter confirm the voter's residence and date of birth. (Only the voter may request an absentee ballot by telephone.) The clerk shall mail the ballot directly to the voter at the mailing address stated in the application. The voter returns the ballot by mail or in person directly to the clerk.

## **H. Blank Absentee Ballot**

Maine provides a state "blank absentee ballot," listing all offices to be selected with a space after each office to write in the voter's preference. The blank absentee ballot is available 3 months before a candidate election and can be used by civilians outside the U.S. who believe that 30 days will not be sufficient time to receive and return the regular absentee ballot. A blank absentee ballot is not available for referendum elections.

You may use the FPCA to request this state blank absentee ballot. In Item 7 of the FPCA, place one of the state blank absentee ballot labels from Section III.F. If no labels are available, write in Item 7: "I will be unable to vote by regular absentee ballot. I request a blank absentee ballot."

The Federal Write-In Absentee Ballot (FWAB) may be used in all elections for Federal office where 3 months is not sufficient time to request and vote a state blank write-in absentee ballot.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

## **III. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.**

### **A. Bars to Registration and Voting**

Persons under guardianship for mental illness may not register or vote.

## **B. Cancellation of Registration**

Registration is permanent. However, you may have your name removed from the voter list by making a written request to the registrar. In addition, moving from the municipality is grounds for removal from the list upon written confirmation of such a move by the registrant or by the registrar of voters in the registrant's new voting jurisdiction.

## **C. Action on Registration Requests**

All applicants are notified whether or not their registration applications were accepted, rejected, or incomplete.

## **D. Action If Registration Is Denied**

Denial of registration can be appealed to the registration appeals board or the municipal officers (whichever is applicable for that municipality). The registration appeals board or municipal officers shall immediately fix a time and date for a prompt hearing. After such hearing, the registration appeals board or municipal officers may affirm, modify or reverse the decision of the registrar of voters. The aggrieved person may appeal this decision to the Superior Court in accordance with Rule 80B of the Rules of Civil Procedure. Consult a legal assistance officer or civilian counsel.

## **E. Where To Send It**

Maine conducts elections for Municipal, State and Federal offices at the municipal level (not at the county or state level as in many other states). To register and simultaneously request an absentee ballot, submit your FPCA to the Registrar of Voters in your municipality of voting residence. If you are already registered and only wish to request an absentee ballot, submit your FPCA to the Municipal Clerk in your municipality of voting residence.

Maine has 526 municipal jurisdictions. A partial list of major municipalities follows. A complete list of Municipal Clerks and Registrars, along with addresses and telephone numbers, may be found on the Maine Secretary of State's site on the World Wide Web. The Web site address for the Elections Division is "<http://www.state.me.us/sos/cec/elec/elec.htm>". Or, you may contact the Federal Voting Assistance Program at (703) 588-1584, 1-800-438-8683 (VOTE), DSN 425-1584 (military) or by e-mail at [vote@fvap.ncr.gov](mailto:vote@fvap.ncr.gov).

City or Town	Zip Code	City or Town	Zip Code
Auburn	04210-5946	Jay	04239-1599
Augusta	04330-5298	Lewiston	04240-7297
Bangor	04401-1808	Limestone	04750-1116
Bath	04530-2588	Lubec	04652-1199
Belfast	04915-1705	Machias	04654-0418
Biddeford	04005-2400	Millinocket	04462-1445
Boothbay Harbor	04538-0117	Old Orchard Beach	04064-0234
Brewer	04412-2010	Old Town	04468-1497
Brunswick	04011-1583	Portland	04101-3593
Calais	04619-0435	Presque Isle	04769-1148
Cape Elizabeth	04107-6260	Rockland	04841-2739
Caribou	04736-2710	Rumford	04276-2002
Dover-Foxcroft	04426-1397	Saco	04072-1583
Ellsworth	04605-0586	Sanford	04073-3589
Falmouth	04105-2090	Scarborough	04070-0360
Farmington	04938-1733	Skowhegan	04976-1799
Gorham	04038-1382	South Portland	04116-9422
Houlton	04730-2104	Waterville	04901-6699
Jackman	04945-0269	Westbrook	04092-0648
		York	03909-0009

***Make A Distinction, Express Your Opinion - Vote***

by UCCM (SCW) Ernesto N. Apilado, USN, San Diego, California

If needed, place one of the following stick-on labels in Item 7 of the FPCA:

**MAINE**

"I will be unable to vote by regular absentee ballot. I request a blank absentee ballot."

**MAINE**

"I will be unable to vote by regular absentee ballot. I request a blank absentee ballot."

